



## Guided Practice 17

# Members Pending Enrollment Report

September 15, 2017

This guide will walk you through the steps of running a report showing employees that have not completed their mandatory online enrollment process.

This guided practice assumes you already know how to:

- Log in to MyTRS

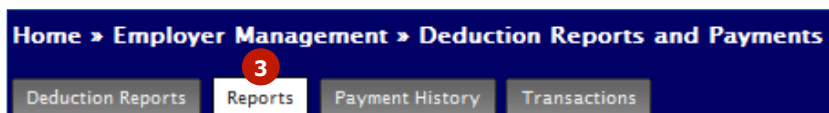
For additional information and troubleshooting please contact your district's assigned ESU representative or [EmpSup@trb.state.ma.us](mailto:EmpSup@trb.state.ma.us)

## Running a Members Pending Enrollment Report

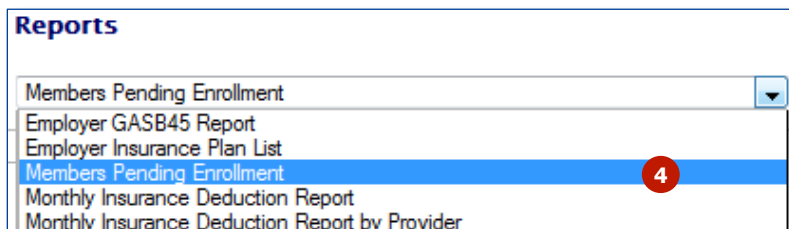
1. Log in to MyTRS.
2. Select “Deduction Reports and Payments” from the home page or from the “Go To” drop down list at the top of the page.



3. Click on the **Reports** tab.



4. Choose **Members Pending Enrollment** from the drop down list.



5. Click **Show Report**.

A screenshot of a "Reports" form. At the top, there is a dropdown menu with "Members Pending Enrollment" selected. Below this, there are several input fields for filtering the report: "Employer From: 9005", "Employer To: 9005", "Start Date From:", "Start Date To:", "Registration Submitted Date From:", "Registration Submitted Date To:", "ESR: All", and "Sort By: Employer Code". At the bottom right of the form, there is a "Show Report" button highlighted with a red circle containing the number 5.

6. A list of employees that have not yet completed the online enrollment process will be displayed.

Deduction Reports
Reports
Payment History
Transactions

Show Parameters

**Note**  
Do not use the Browser's Print Option for printing this report. Please use the Print icon in the window below to print this report.

**Members Pending Enrollment**
Export

Page: 1 of 2 — + 100%

**Members Pending Enrollment Report**  
Employer From: 9005  
Employer To: 9005  
Start Date From: 01/01/1900  
Start Date To: 12/31/9999  
Registration Submitted  
Date From: 01/01/1900  
Registration Submitted  
Date To: 12/31/9999  
Sort By: Employer Code  
ESR: All  
Generated On: 09/15/2017 09:12:40  
Generated By: SMURPHY9005

Employer Code	Employer Name	SSN	Member Number	Member Name	Start Date	Regist Submitt
9005	GOTHAM PUBLIC SCHOOLS	XXX-XX-0013	818671	Ima Goode	09/01/1983	09/11/
9005	GOTHAM PUBLIC SCHOOLS	XXX-XX-1984	935023	Amanda Apple	08/31/1984	07/28/
9005	GOTHAM PUBLIC SCHOOLS	XXX-XX-1998	935024	Brenda Biology	09/01/1998	07/28/
9005	GOTHAM PUBLIC SCHOOLS	XXX-XX-2001	935025	Andy Admin	11/15/2001	07/28/
9005	GOTHAM PUBLIC SCHOOLS	XXX-XX-2002	935026	Sandra Science	10/17/2002	07/28/
9005	GOTHAM PUBLIC SCHOOLS	XXX-XX-2003	935027	Patrick Pencil	09/17/2003	07/28/
9005	GOTHAM PUBLIC SCHOOLS	XXX-XX-0008	818666	Beth Biology	09/01/2013	09/17/

7. To export this report, click the **Export** link.

**Members Pending Enrollment**

Employer From: 9005  
 Employer To: 9005  
 Start Date From: 01/01/1900  
 Start Date To: 12/31/3999  
 Registration Submitted Date From: 01/01/1900  
 Registration Submitted Date To: 12/31/3999  
 Sort By: Employer Code  
 ESR: All

Generated On: 09/15/2017 09:12:40  
 Generated By: SMURPHY9005

Employer Code	Employer Name	SSN	Member Number	Member Name	Start Date	Regist Submitted
9005	GOTHAM PUBLIC SCHOOLS	XXX-XX-0013	818671	Ima Goode	09/01/1983	09/11/2017

8. The Members Pending Enrollment report can be exported to PDF, Excel, or CSV. Choose the program of your choice and follow the prompts to complete the export process. The file can be saved with the chosen program. MTRS recommends exporting to a CSV file and opening the report in Excel.

**Export Options**

[Export To Pdf](#)  
[Export To Excel](#)  
[Export To Csv](#)  
[Export To Csv](#)

9. Once the report has been exported, click **Close**.

**Export Options**

[Export To Pdf](#)  
[Export To Excel](#)  
[Export To Csv](#)  
[Export To Csv](#)